

Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day, typically two weeks from the date above]. This decision was not made lightly, but after careful consideration, I have decided to take on the role of full-time caregiver for my family.

I appreciate the opportunities I have had at [Company's Name] and the support provided by you and my colleagues. I have learned a great deal during my time here, and I am grateful for the experiences I have gained.

During my remaining time, I am committed to ensuring a smooth transition and will do everything possible to hand over my responsibilities effectively. Please let me know how I can assist during this time.

Thank you once again for your understanding and support. I hope to stay in touch in the future.

Sincerely,

[Your Name]